



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
6506 HAMPTON BLVD.
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREGMIDLANT/SOPA
(ADMIN) HRINST 3141.7
N301/N305
08 FEB 2000

COMNAVREG MIDLANT/SOPA (ADMIN) HAMPTON ROADS INSTRUCTION 3141.7

Subj: WINTER STORM CONDITION PLAN

Ref: (a) Federal Personnel Handbook
(b) PWCNORVAINST 11300.12N

Encl: (1) Winter Storm Condition Phone Directory
(2) Sample Message Formats
(3) Sample media release for COMNAVREG MIDLANT
(4) Sample media releases for Installation Commanders
(5) Hampton Roads Media Outlets

1. Purpose. To publish procedures to be followed by commands and activities in the SOPA (Admin) Hampton Roads area during Winter Storm Conditions.

2. Cancellation. COMNAVREGMIDLANT/SOPA (ADMIN) HRINST 3141.7G. Due to numerous changes throughout instruction should be read in its entirety.

3. Background. Reference (a) contains regulations for the administrative dismissal of civil service personnel during periods of destructive weather. Reference (b) is the PWC Norfolk Winter Storm Condition Plan.

4. Discussion. Snow accumulation or ice on roads in the Hampton Roads area causes hazardous driving conditions which require procedures to maintain safety, control vehicular traffic, and coordinate the staggered dismissal and arrival of personnel. The following procedures will also aid in the prevention of traffic jams and the hindrance to snow removal operations by parked automobiles in order for Naval facilities to expeditiously return to normal operations. All personnel must know the actions to take when snow or icy conditions occur.

5. Definitions

a. Winter Storm Condition. When accumulated snowfall, icy road conditions, freezing rain, forecasts of snowfall or freezing conditions in the Hampton Roads area may adversely impact normal operations.

b. Hampton Roads Area. The complex of Navy and Marine Corps activities within a 50 mile radius of Lafayette River Annex.

c. Regional Commander. Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) as SOPA (Admin) Hampton Roads establishes Winter Storm Conditions for the Hampton Roads Area, and delegates the establishment of personnel reporting criteria (ESSENTIAL/NON-ESSENTIAL) to Installation Commanders.

d. Installation Commanders. Installation Commanders listed below will establish reporting criteria for ESSENTIAL/NON-ESSENTIAL personnel attached to their commands, tenant commands and nearby commands when Winter Storm Condition is set by SOPA (Admin) Hampton Roads.

(1) Naval Station (NAVSTA), Norfolk/SOPA (Admin) Norfolk Subarea - Commanding Officer, NAVSTA Norfolk is responsible for commands located on board NAVSTA Norfolk including all detachments, Craney Island, Deperming Crib and Golf Anchorages.

(2) Naval Amphibious Base (NAVPHIBASE), Little Creek/SOPA (Admin) Little Creek Subarea - Commanding Officer, NAVPHIBASE Little Creek is responsible for commands located on board NAVPHIBASE Little Creek and the Lynnhaven Anchorages.

(3) Naval Air Station (NAS), Oceana - Commanding Officer, NAS Oceana is responsible for commands located on board NAS Oceana, NAS Oceana Dam Neck Annex, and Naval Auxiliary Landing Field Fentress.

(4) Naval Medical Center (NAVMEDCEN), Portsmouth - Commander, NAVMEDCEN Portsmouth is responsible for commands located on board NAVMEDCEN Portsmouth compound.

(5) Norfolk Naval Shipyard (NAVSHIPYD Norfolk)/SOPA (Admin) Portsmouth Subarea - Commanding Officer, NAVSHIPYD Norfolk is responsible for commands located on board NAVSHIPYD Norfolk, St. Juliens Creek Annex and shipyards at Brambleton, Berkley, and Metro, ANA Shipyard, Moon Engineering and Jonathan Corporation.

(6) Naval Security Group Activity (NAVSECGRUACT), Northwest - Commanding Officer, NAVSECGRUACT Northwest is responsible for commands located on board NAVSECGRUACT Northwest.

(7) Naval Weapons Station (WPNSTA), Yorktown/SOPA (Admin) Yorktown Subarea - Commanding Officer, WPNSTA Yorktown is responsible for commands located on board WPNSTA Yorktown and York River Anchorages.

(8) Supervisor of Shipbuilding, Conversion and Repair (SUPSHIP), Newport News/SOPA (Admin) Portsmouth Subarea - Supervisor of Shipbuilding is responsible for SUPSHIP Newport News, all

commissioned ships and pre-commissioning units at Newport News Shipbuilding and Dry-Dock Company, and Navy Marine Corps Reserve Center, Newport News.

(9) Atlantic Fleet, Headquarters Support Activity (LANTFLT HEDSUPPACT) - Commanding Officer, LANTFLT HEDSUPPACT is responsible for LANTFLT HEDSUPPACT, commands located on board the CINCLANTFLT compound and Lafayette River Annex.

e. Afloat Units. Afloat units will follow ESSENTIAL/NON-ESSENTIAL reporting criteria set by appropriate SOPA (Admin) Subarea. Units that require exceptions to reporting criteria should coordinate with the local SOPA (Admin) Subarea.

f. Media Outlets. A list of local media outlets requiring notification of ESSENTIAL/NON-ESSENTIAL reporting criteria is attached as enclosure (5). It is incumbent upon the Public Affairs Officer (PAO) for each installation to request authorization code words from each media outlet. Installation commanders who already have access code words should verify them with the media outlets. Media outlets will not accept announcements on closures and delays without code words. Code words must be obtained prior to the setting of a Winter Storm Condition, as the media will not issue code words during a Storm Condition. Installation Commanders shall keep the Regional Commander informed of their reports via the Regional CDO.

6. Action

a. General

(1) COMNAVREG MIDLANT will set Winter Storm Condition when appropriate in the Hampton Roads Area.

(2) COMNAVREG MIDLANT CDO will immediately notify all installation CDOs via telephone (see enclosure (1)) followed by IMMEDIATE message (see enclosure (2)).

(3) Commanding Officer, Navy Public Works Center (PWC), Norfolk will implement reference (b) immediately when Winter Storm Condition has been set.

(4) COMNAVREG MIDLANT PAO will immediately announce that Winter Storm Condition has been set for the region to local media outlets and Installation Commanders will establish personnel reporting criteria. COMNAVREG MIDLANT PAO will coordinate regional media queries and will keep CINCLANTFLT PAO informed of regional media reporting and interest. A sample media release is provided in enclosure (3).

(5) COMNAVREG MIDLANT Disaster Preparedness will maintain liaison with local and state officials to exchange road condition information and advise of actions contemplated.

(6) Installation Commanders or designated representatives will determine personnel reporting criteria requirements for commands under their cognizance.

(a) Installation Commanders or designated representatives, having already received media access code words from area media outlets, will notify local media outlets concerning personnel reporting requirements (A sample media release is provided in enclosure (4)). Inputs should be reported to media outlets NLT 2100 in order to make the 2200 and 2300 newscasts and NLT 0400 in order to make the 0600 newscast. (NOTE: When code words are established, the installation command name will be entered into a database maintained by media outlets).

(b) It is important to ensure precise command name desired to appear on TV scrollers/radio announcements, is correct. Installation PAOs should monitor media announcements for accuracy and correct when necessary.

(7) When Winter Storm Condition is canceled, COMNAVREG MIDLANT will send out routine "stand down" message and all personnel will report for work on their next normal working day or shift. Media announcements will be discontinued when condition is canceled.

b. Miscellaneous

(1) ESSENTIAL personnel will work hours specified by parent command or activity.

(2) NON-ESSENTIAL personnel may be dismissed from work at commanding officers' discretion.

(3) Establishments that provide health, comfort or survival items for personnel residing on base or in government housing will remain open as deemed necessary by commanding officers/officers in charge of resale activities.

(4) Vehicular traffic on installations may be restricted to "essential vehicles only" during snow removal operations. Essential vehicles are defined as vehicles of ESSENTIAL personnel, ship duty sections, and emergency vehicles.

(5) Any person on foot normally authorized to enter the base will be permitted entry.

(6) To facilitate snow removal operations, vehicles on installation streets maybe prohibited, even where such parking is normally authorized.

(7) Snow removal vehicles will have the right of way over all vehicles except emergency vehicles. Other vehicles will give way to snow removal vehicles in the same manner accorded emergency vehicles.

(8) When Winter Storm Condition is set, Hampton Roads Transit bus service should be permitted to continue within base complexes as long as feasible.

c. Snow Removal in Hampton Roads Area

(1) Reference (b) designates overall priorities for snow removal. Direct requests for changes in priority and assignment of equipment to PWC Norfolk.

(2) When the snow removal plan is implemented, PWC Norfolk will man a central phone, 444-7059 (during normal working hours), to receive and coordinate calls for assistance. Additional phone numbers for PWC are: CDO, 288-4033; Duty Supervisor, 288-4034.

7. Responsibilities

a. Installation Commanders will:

(1) Modify existing instructions and directives to conform to this plan.

(2) Designate all personnel as either ESSENTIAL or NON-ESSENTIAL.

(3) Ensure that the contents of this instruction are distributed to personnel within their commands. Instruct all personnel to listen to local radio and television stations for current information on Winter Storm Conditions and which local area reporting criteria applies to them.

(4) As a self-help measure, pier SOPAs will direct snow removal operations on the pier and in parking lots at the foot of the pier, using personnel from ships alongside to assist.

(5) Commanding Officers of ships in overhaul will coordinate with shipyard project managers and SUPSHIPS concerning any need to vary from Installation Commander ESSENTIAL/NON-ESSENTIAL reporting criteria each time Winter Storm Condition is expected to be set. The Installation Commander, or designated representative, should promulgate any exceptions to Installation Commander ESSENTIAL/NON-ESSENTIAL reporting criteria to the media.

(6) Commanding Officers of tenant commands and ships are permitted to vary from announced ESSENTIAL/NON-ESSENTIAL reporting criteria only during extreme circumstances (i.e. underway commitments, overhaul/drydock emergent work, etc.). COs varying from

ESSENTIAL/NON-ESSENTIAL reporting criteria must coordinate with Installation Commander to ensure media announcements promulgated include any exemptions or variances. Variances and exemptions from local area ESSENTIAL/NON-ESSENTIAL reporting criteria have the potential to create confusion and overload the media dissemination system; therefore, they are discouraged unless absolutely necessary.

(7) Ensure that individual commands in assigned area of responsibility involved with snow removal operations are authorized to remove abandoned vehicles from streets and parking areas if they are blocking emergency lanes or impeding snow removal operations.

8. Commands Outside the Hampton Roads Area. Naval/Marine Corps commands and activities within the COMNAVREG MIDLANT area of responsibility (Virginia [less northern Virginia counties adjacent to Washington, DC], West Virginia, Pennsylvania and Delaware) but outside the Hampton Roads area, will develop and implement Winter Storm Condition plans for their locations similar to this plan.


W. L. DILLINGER
Chief of Staff

Distribution (COMNAVBASENORVA/SOPA (ADMIN) HAMPINST 5216.2X)

List I (less A12)

List II

List III

List IV

List V

List VI (2 copies each)

List VIII (1 copy each)

List X (1 copy each)

COMPHIBRON SIX (2 copies)

NAVSTA Norfolk (Port Services) (30 copies)

SACLANT (CII) (2 copies)

Copy to: (2 copies each)

COMNAVREG SE JACKSONVILLE (for alternate commander files)

COMSUBGRU TWO (for alternate commander files)

COMNAVDIST WASHINGTON DC

(1400 copies)

Stocked by COMNAVREG MIDLANT (N1023)

WINTER STORM CONDITION PHONE DIRECTORY

<u>INSTALLATION</u>	<u>DUTY OFFICE</u>	<u>PAO</u>
1. NAVSTA Norfolk	322-2366/65	322-2337
2. NAVPHIBASE Little Creek	462-7385 624-4097 (CDO pgr) 646-5408 (CDO cell)	462-7923 626-6131 (pgr)
3. NAS Oceana/Dam Neck Annex	433-2366	433-3131
4. NAVMEDCEN Portsmouth	953-5008	953-7986
5. NAVSHIPYD Norfolk	396-3221/2 396-8615 (after working hours)	396-9550
6. NAVSECGRUACT Northwest	421-8000	421-8375
7. WPNSTA Yorktown	879-2227 883-0028 (pgr)	887-4939 883-0030 (pgr)
8. SUPSHIP Newport News	380-4031 872-5418 (pgr)	380-4122/3 380-4481
9. LANTFLT HEDSUPPACT	836-1901 456-8562 (pgr) 620-1680 (cell)	836-1862 459-1959 (pgr)

SNOW REMOVAL

1. 444-7059 (During normal working hours)
2. 288-4033 CDO (After normal working hours)
3. 288-4034 (Duty supervisor - until 2400)
4. 402-4153 (Duty Bunk Room - after 2400)

COMNAVREG MIDLANT

1. CDO Pager 860-3147

Enclosure (1)



SAMPLE MESSAGE FORMAT

OTTUZYUW RUCOGAB0100 0480100-UUUU-RUCOGAB RHMCSUU.
ZNR UUUUU
O DDHHMMZ MON YY
FM SOPA ADMIN HAMPTON ROADS AREA VA//N01/N301/00PA/CDO//
TO AIG 7729
BT
UNCLAS //N03141//
MSGID/GENADMIN/COMNAVREG MIDLANT//
SUBJ/HAMPTON ROADS WINTER STORM CONDITION - UPDATE XXX//
REF/A/RMG/COMNAVREG MIDLANT/7FEB00//
AMPN/REF A IS COMNAVREGMIDLANT/SOPA(ADMIN)HRINST 31412.7, WINTER STORM
CONDITION PLAN.//
RMKS/1. ALL COMMANDS/ACTIVITIES IN SOPA ADMIN HAMPTON ROADS AREA TAKE
FOR ACTION. INSTALLATION COMMANDERS ADVISE COMNAVREG MIDLANT (VIA CDO)
OF INTENDED ACTIONS.
2. IAW REF A SET WINTER STORM CONDITION. FORECAST CALLS FOR 4 TO 6
INCHES ACCUMULATION IN THE HAMPTON ROADS AREA BY (DAY) MORNING.//
BT
#0100
NNNN

Enclosure (2)



SAMPLE MEDIA RELEASES
TO BE DISSEMINATED BY
COMMANDER, NAVY REGION, MID-ATLANTIC:

"Commander, Navy Region, Mid- Atlantic announces the establishment of Winter Storm Conditions for the Hampton Roads Area. Installation Commanders will establish personnel reporting criteria for assigned personnel."

Enclosure (3)



SAMPLE MEDIA RELEASES
TO BE DISSEMINATED BY EACH SUBORDINATE COMMAND
OF COMMANDER, NAVY REGION, MID-ATLANTIC

WINTER STORM CONDITION SET DURING WORKING HOURS

"Commanding Officer, (fill in command), is announcing a Winter Storm Condition (area of responsibility) effective (time) today. Normal operations are suspended at all Naval shore activities in (area of responsibility). Commanding Officers are authorized to release, at their discretion, NON-ESSENTIAL personnel. All personnel are to report to work as scheduled on _____ unless otherwise notified."

WINTER STORM CONDITION SET DURING NON-WORKING HOURS

"Commanding Officer, (fill in command), is announcing a Winter Storm Condition (area of responsibility) effective (time) today. Normal operations are suspended at all Naval shore activities in (area of responsibility) with the exception of _____. NON-ESSENTIAL personnel are (not to report/to report XX hours late). ESSENTIAL personnel are to report to work as scheduled".

TELEVISION SCROLLS

Television scrolls have space limitations, so the above will be very abbreviated. For example:

Naval Station, Norfolk: "ESSENTIAL on time, NON-ESSENTIAL two hours late" or "Norfolk Naval Shipyard Area: ESSENTIAL on time, NON-ESSENTIAL two hours late, except USS GEORGE WASHINGTON: All personnel on time."

NOTE: Commanding Officers/PAOs should use their discretion on how their particular media releases can be most effective for their area(s) of responsibility

Enclosure (4)



ALL SNOW CONDITION INFORMATION
IS RELEASED TO THE FOLLOWING MEDIA OUTLETS

<u>RADIO STATION(S)</u>	<u>PHONE NO.</u>
WWDE (101.2); WNVZ (104.5); COOL 95; WPTE THE POINT (95.7) hrs.)	497-2000 552-0717 (after
WOWI-103 JAMZ; WSVY (107.7); WJCD (105.3)	466-0009 Ext. 286
WCMS (100.5)	424-3333/420-9267/ 424-1412/ 490-9797 (after hrs.)
WNIS (850); WTAR (790); WROX (96.1); WKOC (93.7)	640-8500
WVRV (94.5) - RICHMOND	804-780-3493 (15 sec auto)
ESPN (1310); EAGLE (97.3); WWSO (92.9)	671-1000 Ext 203 490-9797/ 424-1412 (after hrs.)
WHRV (89.5); WHRO (90.3)	889-9404-voice mail 889-9401/2-studio
WNOR/WAFX (DON'T CALL - THEY TAKE INFO FROM TV NOTICES)	

TELEVISION STATIONS

WTKR TV-3 (CBS) (18 characters per line x 2)	446-1352/3/4/6/78
WAVY TV-10 (NBC)	396-6180
WVEC TV-13 (ABC) (40 characters or less)	628-6210/6200

NEWSPAPERS

Virginian Pilot	446-2000 446-2284/2346
Daily Press	247-4741 (before 1800) 247-4743 (after 1800)

Enclosure (5)